

SOLICITATION NO.: _____

PAST PERFORMANCE REPORT

I. CONTRACTOR IDENTIFICATION

Contractor: _____

Contract Number: _____

Contract Type: _____

Period of Performance: _____

Initial Contract Cost/Price: _____

Current Contract Cost/Price: _____

Description of Supplies or Services Provided: _____

II. PREPARED BY

Organization: _____

Name/Title/Telephone: _____

Signature/Date: _____

III. RATING SCALE

RATING SCALE	SCORING
EXCEPTIONAL - Exceeded many contractual requirements to the Government's benefit	4
VERY GOOD - Met contractual requirements and exceeded some to the Government's benefit	3
SATISFACTORY - Met contractual requirements	2
MARGINAL - Did not meet some contractual requirements	1
UNSATISFACTORY - Did not meet most contractual requirements	0

5 March 1998

IV PAST PERFORMANCE QUESTIONS

A. PERFORMANCE HISTORY

Rate questions in accordance with the rating scale above, as applicable, by circling one of the numbers.

1. Adherence to contract delivery schedules?

4 3 2 1 0 N/A

2. Timely submission of required reports and documentation?

4 3 2 1 0 N/A

3. Accuracy and completion of reports and documentation?

4 3 2 1 0 N/A

4. Ability to solve contract performance problems without extensive guidance from Government counterparts?

4 3 2 1 0 N/A

5. Displayed initiative in meeting requirements?

4 3 2 1 0 N/A

6. Committed adequate resources to the contract to meet the requirement and to successfully solve problems?

4 3 2 1 0 N/A

7. Submission of required proposals in a timely manner?

4 3 2 1 0 N/A

8. Responsiveness to technical directions and/or contract change orders?

4 3 2 1 0 N/A

9. Timely, accurate, and appropriate content of problem tracking/reporting documentation?

4 3 2 1 0 N/A

10. Effectiveness in interfacing with the Government's staff?

4 3 2 1 0 N/A

11. Adherence to the Key Personnel requirements throughout the performance of the contract?

4 3 2 1 0 N/A

12. Effective coordination and integration of subcontractor management?

4 3 2 1 0 N/A

B. TERMINATION HISTORY

1. Has the contract been partially or completely terminated for default or convenience?

☐ No ☐ Yes ☐ Default ☐ Convenience

If yes, explain (e.g., inability to meet cost, performance, or delivery schedules.)

2. Are there any pending terminations?

☐ No ☐ Yes

If yes, explain and indicate the status. _____

C. COST HISTORY

1. Adherence to the original cost estimates/targets?

☐ No ☐ Yes

2. Did the contractor over run or underrun the contract amount?

☐ No ☐ Yes ☐ Overrun ☐ Underrun

If yes, explain reason for cost overrun or underrun.

Would you select this firm again? Explain.